TOWN OF SOUTHAMPTON
116 HAMPTON ROAD
SOUTHAMPTON, NEW YORK 11968
www.southamptontownny.gov/assessor

LISA GOREE
ACTING ASSESSOR

Telephone (631) 283-6020
Fax (631) 287-4509
grievancesupport@southamptontownny.gov

A S S E S S O R' S O F F I CE

How to Create an Adobe Electronic Signature:

An electronic signature is like a handwritten signature, except it is more secure. A digital signature is difficult to forge because it has encrypted information that is specific to the person who created the signature. This is very useful for applying approval signatures to a document. You can create an electronic signature on a PDF file by using Adobe Acrobat. You must first obtain or create a digital ID. Acrobat encrypts the signature using a private key, embedding it in the document.

Step 1	Click on the **red signature arrow.**
Step 2	Choose create a self-signed digital ID with the use of Acrobat. Click "Add ID" on the toolbar. In the new dialog box, click "A New Digital ID I Want to Create Now." Select the default option for storing the digital ID and click "Next."
Step 3	Choose create New PKCS#12 Digital ID file. Use a PKCS#12 Digital ID file, which uses a standard format that is supported by Web browsers and most security software; the IDs have .pfx (Windows) or .p12 (Mac OS) extensions.
Step 4	Add the information to include in the digital ID, such as your name, company name and email address.

- Choose a key algorithm, which sets the level of encryption of the ID and the version of Acrobat you have. If you have Acrobat 9, choose "2048-bit RSA" or "1024-bit RSA" for Acrobat 7 or 8.
- Under "Use Digital ID for," choose from "Digital Signatures," "Data Encryption" or "Digital Signatures and Data Encryption." The third option would ensure most security. Click "Next."

Step 5	Type a password for the ID and click "Finish."
Step 6	In the "Sign Document" dialog box, select your digital ID.

- Type a password
- Select standard text appearance.

Step 7	Click "Sign." Type a filename for the signed document. Click "Save."